

# SITE PLAN APPLICATION

## Evansville, Wisconsin

Version: December 2017

**General instructions.** Complete this application as it applies to your project and submit 12 copies to the City Clerk along with the required application fee. Before you formally submit your application and fee, you may submit one copy to the Community Development Director, who will ensure it is complete. If you have any questions, contact the Community Development Director at 608.882.2263 or [colette.spranger@ci.evansville.wi.gov](mailto:colette.spranger@ci.evansville.wi.gov). You may download this file off of the City's website at: [www.ci.evansville.wi.gov](http://www.ci.evansville.wi.gov).

**- Office Use Only -**

Initial application fee	<b>\$300</b>
Receipt number	
Date of pre-application meeting	
Date of determination of completeness	
Name of zoning administrator	
Date of Plan Commission review	
Application number	

**1. Applicant information**

Applicant name	
Street address	
City	
State and zip code	
Daytime telephone number	
Fax number, if any	
E-mail, if any	

**2. Agent contact information.** Include the names of agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	Agent 1	Agent 2	Agent 3
Name			
Company			
Street address			
City			
State and zip code			
Daytime telephone number			
Fax number, if any			
E-mail, if any			

**3. Subject property information**

Street address												
Parcel number	6 – 27 – _____ . _____	Note: the parcel number can be found on the tax bill for the property or may be obtained from the City.										
Current zoning classification(s)	<p style="text-align: center;">Note: The zoning districts are listed below.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Agricultural District</td> <td>A</td> </tr> <tr> <td>Residential Districts</td> <td>RR LL-R12 LL-R15 R-1 R-2 R-3</td> </tr> <tr> <td>Business Districts</td> <td>B-1 B-2 B-3 B-4 B-5</td> </tr> <tr> <td>Planned Office District</td> <td>O-1</td> </tr> <tr> <td>Industrial Districts</td> <td>I-1 I-2 I-3</td> </tr> </table>		Agricultural District	A	Residential Districts	RR LL-R12 LL-R15 R-1 R-2 R-3	Business Districts	B-1 B-2 B-3 B-4 B-5	Planned Office District	O-1	Industrial Districts	I-1 I-2 I-3
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Planned Office District	O-1											
Industrial Districts	I-1 I-2 I-3											
Describe the current use												

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### 4. Project Information

Total lot area	a.	_____	sq. ft.
Floor area	b.	_____	sq. ft.
Floor area ratio	( b / a )	_____	
Total impervious surface area	c.	_____	sq. ft.
Parking lot area		_____	sq. ft.
Impervious surface ratio	( c / a )	_____	
Landscaped area	d.	_____	sq. ft.
Landscape surface area ratio	( d / a )	_____	
Number of dwelling units	e.	_____	
Site density	( e / a )	_____	dwelling units per acre
Estimated number of employees		_____	
Estimated number of daily customers		_____	
Estimated number of residents		_____	
Peak hour traffic loads		_____	

### 5. Describe the proposed use.

### 6. Operating conditions. For non-residential uses, describe anticipated operating conditions (hours of operation, conditions that may affect surrounding properties, etc.)

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- 7. Potential nuisances.** Describe any potential nuisances relating to street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.

- 8. Potential expansion.** If expansion of the building can be reasonably anticipated, describe the expansion.

- 9. Other information.** Provide any other information relating to the intended project and its relation to nearby properties.

- 10. Plans and drawings.** Attach one copy of the following drawings and plans (11" x 17") to each application. In addition, provide 3 copies of each (24" x 36").

		Attached?	
		Yes	No
Site plan	See the check list at the end of this application for those elements that should be shown.	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping plan	It should be at the same scale as the main plan, show the location of all required buffer and landscaping areas, and existing and proposed landscaping, fences, and berms.	<input type="checkbox"/>	<input type="checkbox"/>
Grading and erosion control plan	It should be at the same scale as the main plan, show existing and proposed grades, retention walls and related structures, and erosion control measures as may be needed to comply with City requirements	<input type="checkbox"/>	<input type="checkbox"/>
Elevation drawing of new or remodeled building (s)	The drawings should show exterior treatments, materials, texture, color, and overall appearance. Perspective renderings of the proposed project and/or photos of similar structures may be submitted but not in lieu of adequate drawings showing the intended appearance of the building(s).	<input type="checkbox"/>	<input type="checkbox"/>

- 11. Location map.** Attach a map (8 ½ " x 11") that shows the subject property and all parcels lying within 250 feet of the subject property. This map shall be reproducible with a photocopier, at a scale which is not less than one inch equals 600 feet. It shall include a graphic scale and a north arrow.

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### 12. Applicant certification

- ◆ I certify that the application is true as of the date it was submitted to the City for review.
- ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the Municipal Code.

Applicant Signature

Date

### Governing Regulations

The procedures and standards governing this application process are found in Chapter 130, Article 2, Division 8, of the Municipal Code.

Site Plan Checklist		Complete ?	
		Yes	No
a.	Title block with name, address, and phone and fax numbers of the current property owner and/or agents (developer, architect, engineer, planner) for the project	<input type="checkbox"/>	<input type="checkbox"/>
b.	Date of the original plan and the latest date of revision	<input type="checkbox"/>	<input type="checkbox"/>
c.	North arrow and graphic scale (not smaller than one inch equals 100 feet)	<input type="checkbox"/>	<input type="checkbox"/>
d.	Parcel number of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
e.	Property lines and existing and proposed right-of-way lines, with bearings and distances clearly labeled	<input type="checkbox"/>	<input type="checkbox"/>
f.	Existing and proposed easement lines and dimensions with a key on the margin describing ownership and purpose	<input type="checkbox"/>	<input type="checkbox"/>
g.	Required building setback lines	<input type="checkbox"/>	<input type="checkbox"/>
h.	Existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls	<input type="checkbox"/>	<input type="checkbox"/>
i.	The location and dimension (cross section and entry throat) of all access points onto public streets	<input type="checkbox"/>	<input type="checkbox"/>
j.	The location and dimensions of on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this chapter	<input type="checkbox"/>	<input type="checkbox"/>
k.	The location and dimension of all loading and service areas of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
l.	The location of all outdoor storage areas and the design of all screening devices	<input type="checkbox"/>	<input type="checkbox"/>
m.	The location, type, height, size, and lighting of all signage (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
n.	The location, type, height, design/type, illumination power and orientation of all exterior lighting on the subject property, including clear demonstration of compliance with lighting requirements of the zoning code	<input type="checkbox"/>	<input type="checkbox"/>
o.	The location and type of any permanently protected green space areas	<input type="checkbox"/>	<input type="checkbox"/>
p.	The location of existing and proposed drainage facilities	<input type="checkbox"/>	<input type="checkbox"/>
q.	In the legend, data for the subject property as follows:	<input type="checkbox"/>	<input type="checkbox"/>
1.	Lot area (square feet or acres)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Floor area (square feet)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Floor area ratio	<input type="checkbox"/>	<input type="checkbox"/>
4.	Impervious surface area (square feet)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Impervious surface ratio	<input type="checkbox"/>	<input type="checkbox"/>
6.	Building height (feet)	<input type="checkbox"/>	<input type="checkbox"/>

# FACT SHEET

# SITE PLAN APPLICATION

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### ***What is meant by site plan review?***

Site plan review is a thorough review of a development proposal's site, building, and operational plans. This review includes, but is not limited to: the physical property, location, lighting plans, landscaping, grading and erosion control, exterior building materials, future expansion, elevations of the proposed building(s), proposed land use, proposed activity, operational considerations relating to hours and traffic generation, and operational considerations relating to potential nuisance creation.

### ***What is the purpose of site plan review?***

Site plan review is required to ensure attractive, efficient, and appropriate development of land in the community, exterior architectural design, construction materials, signage, color, and building form, and to ensure that every reasonable step has been taken to avoid depreciating effects on surrounding property and the natural environment.

### ***What projects require site plan review?***

The initiation of all development activity (except residential renovations and additions), including building permits, occupancy permits for a change of use of an existing lot or structure where there is contemplated a site plan revision, clear cutting, grading or filling. Development activity associated with an approved final plat of subdivision or certified survey map for single family and/or duplex dwelling units are exempt from site plan review.

### ***What information is required to apply for site plan review?***

The applicant must provide a written description of the intended use describing in detail, such items as: zoning district, natural resources worksheet, current and proposed land uses, number of residents/employees/customers, lot and dwelling size, drawing of property and building, detailed landscaping plan, grading and erosion control plan, elevation drawings, and operational considerations.

### ***What is the process?***

The applicant is encouraged to meet with the City Community Development Director to discuss any questions prior to the submission of a site plan. After the application is submitted, it will be reviewed by City staff, who will review it for completeness and evaluate whether the use is in harmony with the goals of the City's Comprehensive Plan. The Plan Commission will review the site plan, and may approve the plan, approve with additional measures or modifications, or may withhold approval of the site plan until revisions are made. Final approval of a site plan will occur at a Plan Commission meeting.

There is a fee of \$300, plus reimbursement of municipal consulting costs for site plan review.

Note: This fact sheet is prepared to facilitate an understanding about site plan review. Applicants should refer to City Ordinance for further explanation and requirements regarding site plan review and approval. Please contact the Community Development Director at 608.882.2263 or [collette.spranger@ci.evansville.wi.gov](mailto:collette.spranger@ci.evansville.wi.gov) if you have any questions.